REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20438

1 FROM (AGENCY OR ESTABLISHMENT)
US Department of Energy

2 MAJOR SUBDIVISION
Departmental Offices and DOE Cost-Type Contractors

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Edward Nugent

5 TEL. EXT
252-4357

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

☐ A Request for immediate disposal

☐ B Request for disposal after a specified period of time or request for permanent retention

DATE
5-14-84

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E TITLE
Director, Div. of Mgt. Systems Analysis

7 ITEM NO

8 DESCRIPTION OF ITEM
Reports describing research and engineering activities consisting of monthly reports and technical reports.

(Permanent retention is required in DOE 1324.2, RECORDS DISPOSITION, Contractor Records Schedule 19, item 7a.)

a. Paper records. Retain until microfilm copies have been made in accordance with 41 Code of Federal Regulations (CFR) 101-11.506 and verified as substitutes for the original records, then DESTROY.

b. Microfilm records. PERMANENT. Offer one silver halide original and one diazo copy to NARS when 20 years old in accordance with 41 CFR 101-11.509.

9 SAMPLE OR JOB NO
DOE 1324.2
CRS 19-7a

10 ACTION TAKEN

2 ITEMS

115-107

STANDARD FORM 115
Revised Apr. 1, 1973
Prescribed by General Services Administration
FPMR (41 CFR 101-11.4)